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|  | **P a t h w a y s W o r l d S c h o o l**  Learn ⏺ Work ⏺ Play ⏺ Think ⏺ LIVE |

**MEETING MINUTES**

**SUBJECT/AGENDA: Coordinator’s meeting**

**DATE: 25th July 2011 TIME: 1:00 pm LOCATION: Principal’s office**

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| **ATTENDEES** | **Rima, Abhimanyu, Malini and Monica** |
| **ABSENTEES** | **None** |

**POINTS DISCUSSED:**

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| **Points** | **Details** |
| 1. Reviewing last year’s goals/action plan | Discussions on the last year’s goals were conducted. We have achieved many of them including the completion of new scopes and sequences and the system of home room tutors.  Some of the goals for next year include compiling a meaningful Teacher’s Diary, create a Teacher’s /Parent’s PYP Handbook, and conduct intensive Study Circles. |
| 1. New Initiatives in PS | * **Strengthen house systems:**   + Meetings in the morning once a fortnight;   + Contribution of house points;   + Strategies to include Sports Fest, Cross Country, Math Fest, Lit Fest, Mark of Appreciation and Mark of Excellence, Attendance   + All points to be collected for GR 2 onwards   + Captain and VC to keep track of each member’s points in the house by closely coordinating with the Form Tutors   + Points deducted for food wastage, disciplinary action being brought to Rima’s office * **ASSET and a challenge programme (link to IAYP)** * **Student Exchange:**   + Face to face exchange – Prem International School, Chiang Mai, a winter camp programme which is being planned   + Virtual Exchange – 2 schools have been identified in Melbourne and Kodaikanal and we will pursue these seriously |
| 1. Academic rigour | * Implementation and monitoring of existing strategies and new initiatives   1. Reading; introduce ORT post Evaluation visit   2. Drill work to be intensified   3. Looping back assessments to simulate formal examinations   4. Variety of tasks in class room strategies and in assessment task (Using the grid to record the same)   5. Differentiation for challenge students   6. Preparation for ASSET   7. Consistency to be ensured during Prep   8. Follow up of goal setting exercise with students   9. Feedback – timeliness and quality of feedback given to students; students to correct and improve their work in class time; more emphasis on corrections |
| 1. Monitoring classroom practices | * Closer monitoring to be done through the following:   + Visit class rooms   + Monitor quality of task sheets   + Be strict with teachers not incorporating feedback or including suggestions (bring to Rima’s notice)   + Monitor checking of note books, use of assessment strategies, filling of planners   + Encourage teachers to do goal setting and self assessment for themselves   + Organise peer visits and observations,   + Making Essential Agreements at the beginning of the task   + Helping students with research skills   + Encourage seriousness about teaching of English and Math skills   + Supervise updating and recording on PYPShared |
| 1. Strategies for supporting new teachers | * Abhi to work with new teachers and specialists like Pooja * GLC to train them through their meetings * One to one training of new teachers by PYP Coordinator * Organise reading and PD for new teachers |
| 1. Evaluation Visit – | * Plan and Agenda , Documents to be readied in a hard copy * Revisit with teachers the following:   + Display boards: for a stand-alone board, we can show the links to the current UOI   + Differentiation must show on planners and boards   + Term ‘Worksheet’ not to be used   + PYP home room checklist   + Strategies in the class rooms   + Reinforce the week wise plan, assessment grid   + Filling in a planner and checklist,   + Newly updated policies and new scopes and sequences   + Concept of an Action Board   + Promotion of the Learner Profile: articulation and acknowledging for students on a daily basis   + LP in early years through photos * Rima to discuss the following:   + Action Plan   + Questions that will be asked to teachers   + Flow of the visit and mock sessions * Plans for the visit days to be worked upon by teachers and submitted to GLCs by 16th August and Rima to get them for her feedback by 1st Sep and then teachers get back by 5th Sep * Abhi to update teachers with the preparatory work for the visit completed during the holidays |
| 1. KRA and appraisals | * + - * Teacher evaluation cycle to be initiated from August, 2011 |
| 1. July INSET agenda | * We ran over the details and finalised the plan |

**Minutes By: ADG**